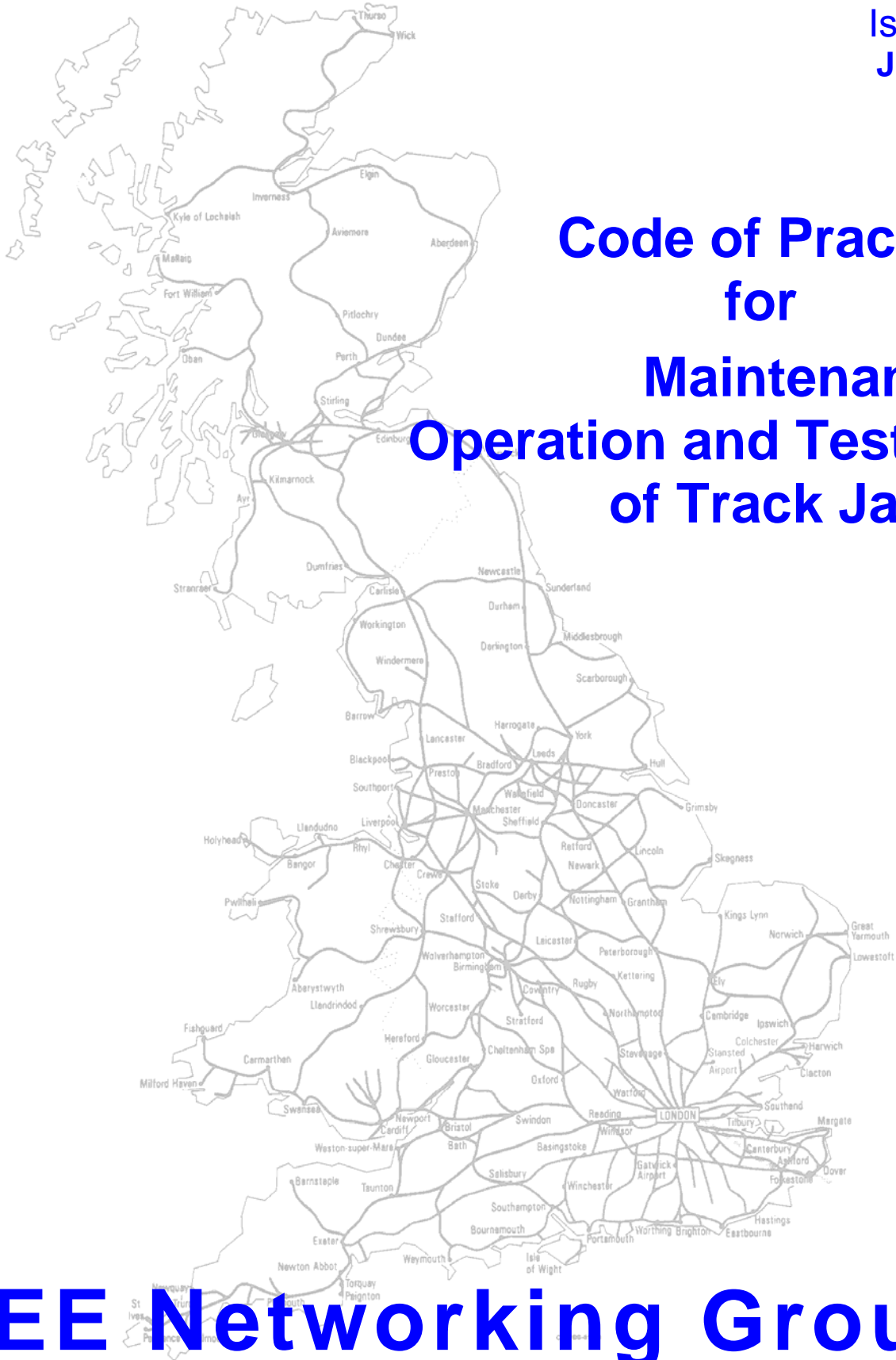


**COP0013**

Issue 3  
July 07



**Code of Practice  
for  
Maintenance,  
Operation and Testing  
of Track Jacks**

**M&EE Networking Group**

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for  
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## Document revision history

Issue	Date	Reason for change
1	??? ??	First issue (now withdrawn)
2	Nov 05	Second issue (now withdrawn)
3	Jul 07	Revised to clarify requirement for thorough testing

## Background

A sub-group of the M & EE Networking Group have looked at the requirements for the maintenance, operation and testing of track jacks, and recommended this Code of Practice..

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GROUP MEMBERS	REPRESENTATIVE	POSITION	DATE
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Balfour Beatty Rail Plant	<i>R.W. Wells</i>	<i>Plant SC MANAGER</i>	<i>11.7.7.</i>
Carillion	<i>J. Ockenden</i>	<i>Prof Head Plant Eng</i>	<i>11,7,07</i>
First Engineering	<i>W. Wadham</i>	<i>Sinder M&amp;EE</i>	
Harsco Track Technologies	<i>D. James</i>	<i>Engineering Director</i>	<i>11 July 2007</i>
Jarvis Rail	<i>Stephen Cooper</i>	<i>Chief Mech &amp; Elec Eng</i>	<i>11.07.07</i>
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Rail Plant Association	<i>[Signature]</i>	<i>ASSOCIATION MANAGER</i>	<i>11/07/07.</i>
Seco-Rail	<i>[Signature]</i>	<i>Head of Plant</i>	
RSSB	<i>M. James</i>	<i>Principal Plant Engr.</i>	<i>11.7.07</i>
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## Purpose

This Code of Practice details the use, maintenance, thorough examinations and testing required for Track Jacks used on Network Rail managed Infrastructure..

## Scope

This Code of Practice applies to operation, maintenance and testing of all types of track jacks used on the rail network.

## Definitions

- |                          |  |
|--------------------------|--|
| <b>Track Jack Type 1</b> | (Obstructionless) - A jack that will not protrude above rail height or come Within 50mm of the running edge (when lifting the rail ) and can be lowered from full height within 10 seconds (under load)  |
| <b>Track Jack Type 2</b> | A jack that will cause an obstruction to traffic (ie one falling outside the scope of Type 1) when placed under the rail but with a quick release mechanism enabling the Jack to be immediately lowered from full height and be removed from under the track within a maximum of 10 Seconds. |
| <b>Track Jack Type 3</b> | A jack that will cause an obstruction to traffic (i.e. one falling outside the scope of Type 1) when placed under the rail but cannot be quickly lowered from full height  |
| <b>Track Jack Type 4</b> | A jack that has been designed for track slewing  |

## 1 Operations

- 1.1 The mandatory requirements for the operation of track jacks are detailed in RIS-1700-PLT

## 2 Operator Daily/Shift Checks

### 2.1 Hydraulic Jack (All types)

- 2.1.1 Check oil level and top up if necessary.
- 2.1.2 Check that the thorough examination and test is not overdue.
- 2.1.3 Check jack extends fully with no load and releases with light foot pressure.
- 2.1.4 Visually inspect for damage to body or ram.
- 2.1.5 Inspect for leaks.
- 2.1.6 Inspect the operating handle for signs of damage, deformation or fracture. Ensure the handle can be inserted and removed from the jack body with ease.

### 2.2 Mechanical Jack

- 2.2.1 Check that the thorough examination and test is not overdue.
- 2.2.2 With no load applied, check the jack fully extends and if a type 1 or 2 jack, that it returns to the lowered position when released.
- 2.2.3 With the stem fully extended visually inspect for Damage to the stem, ratchet teeth, carrying handle and body.
- 2.2.4 Inspect the operating handle for signs of damage, deformation or fracture. Ensure it can be inserted and removed from the jack body with ease.
- 2.2.5 If any defects are found, the jack shall either be removed from service, sent for repair and full examination/test, or be disposed of.

## 3 Identification

- 3.1 Each jack must be marked with a unique identification number, the safe working load, and the date upon which the jack is due for its next maintenance, examination or test.

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- 3.2 All new jacks must be registered and tested by a competent person before being used.

## **4 Maintenance**

- 4.1 All jacks shall be subject to a maintenance regime which shall be recorded.
- 4.2 The maintenance shall be carried out by a competent person, to a schedule in accordance with the maintenance regime.

## **5 Thorough Examination**

- 5.1 Under Lifting Operations and Lifting Equipment Regulations (LOLER) Jacks are classed as lifting equipment and therefore should have a thorough examination every 12 months. Records of Thorough Examinations shall be kept.

## **6 Functional Testing**

### **6.1 General requirement**

- 6.1.1 A functional test to be completed –
- a. with Thorough Examination on a 12 monthly basis.
  - b. following any repair.
- 6.1.2 Records shall be kept of all functional testing and repair.
- 6.1.3 All types of jacks should be tested to ensure that they adequately support the maximum load.

### **6.2 Specific requirement for Type 1**

- 6.2.1 Load jack and check the relief valve is set to the SWL + 5%. Check that the jack fully retracts from maximum to minimum height, when loaded to 1% of the SWL or 50kg, whichever is the least, in less than 10 seconds.

### **6.3 Specific requirement for Type 2**

- 6.3.1 Check that the jack fully retracts from maximum to minimum height immediately on operation of the release mechanism

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## References

Document	Title
LOLER	Lifting Operations and Lifting Equipment Regulations
RIS-1700-PLT	Rail Industry Standard for Safe Use of Plant for Infrastructure Work